

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

7th October 2016

To: Members of the Penkridge Parish Council

Dear Sir/Madam

I write to invite you to attend a meeting of the Penkridge Parish Council to be held on **Thursday 13th October 2016 at 7.30** pm in Room 1 of the Haling Dene Centre. Please note that prayers will be led by the Rev Sheila Finn at 7.25 pm prior to the commencement of the meeting.

Yours faithfully

Lesley Griffiths
Parish Administrator

Part I - Public Session

AGENDA

1. APOLOGIES
2. PERSONALIA AND EVENTS
To receive the above for September 2016
3. DECLARATIONS OF INTEREST
4. DISCLOSABLE PECUNIARY INTEREST (DPI)
[a] To receive and consider any DPI requests.
5. PUBLIC PARTICIPATION
6. POLICE MATTERS
To receive a police report containing incidents reported during September 2016
7. MINUTES
To approve the minutes of the Full Council meeting of the 8th September 2016
8. COMMITTEE MINUTES
To note the minutes of the:-
[a] Planning meeting of the 8th September 2016
9. WORKING GROUP MINUTES
To note that no minutes have been received.
10. OUTSIDE GROUPS WITH PC REPRESENTATION
To receive the draft minutes of the Penkridge Twinning Association for 21st June and 19th September 2016.

11. ACCOUNTS
 - [a] To approve the accounts for payment for the month of September 2016 [attached].
 - [b] To approve the expenditure summary print outs for September 2016 [attached].
 - [c] To receive the signed Audit Commission Annual Return for the year ended 31st March 2016.
 - [d] To receive and consider the implementation of either a Barclays Card Payment machine or Worldpay, details and costs are attached to the agenda.

12. SOUTH STAFFORDSHIRE COUNCIL – CONNECTING COMMUNITIES
To receive a letter dated 29th September from the Partnership Locality Manager at the above and to welcome Mrs Jan Wright [Good Life Connector] to the meeting who will inform Councillors about the Scheme [attached].

13. SOUTH STAFFORDSHIRE COUNCIL – STANDARDS & RESOURCES COMMITTEE
To receive an email dated 15th September from the Director of Legal and Public Health Protection advising of vacancy on the above and to consider if the Parish Council wishes to make a nomination.

14. SOUTH STAFFORDSHIRE COUNCIL – UNAUTHORISED POSTERS
To approve the Parish Council entering into the Joint Working Scheme with Parishes for Unauthorised Posters.

15. CASUAL VACANCIES
To note that a Casual Vacancy Notice has been placed on Village Noticeboards, within the South East Ward and on the SSC Website advising that the Council has three vacancies [attached].

16. HALING DENE CENTRE PLANNED PREVENTATIVE MAINTENANCE REPORT
 - [a] To receive and consider Specification and Schedule of Works from Richard Lever of Lever, Turner and Cowdell for the first phase of the Year 1 Planned Maintenance Work for the above.

17. POLICIES AND PROCEDURES
 - [a] To receive an email from South Staffordshire Council attaching a copy of their Social Media Policy and to consider adopting the Policy for Parish Councillors.
 - [b] To consider changing the Council's procedures where paperwork for Council meetings is emailed, where appropriate, but hard copy of Agendas still be circulated.

18. WEST MIDLANDS INTERCHAGE – STAGE 1 CONSULTATION
To receive any verbal updates on the above.

19. DATE AND TIME OF NEXT MEETING
Thursday 10th November 2016 at 7.30 pm

20. Local Government Act 1972 - Exclusion of Press and Public - to resolve that the Press and Public be excluded from the meeting during consideration of the following items of business on the grounds that they are likely to involve the disclosure of exempt information as defined in the appropriate paragraph(s) Section 1[2] Public Bodies/Admission to meetings Act 1960.

Penkridge Parish Council

Minutes of the Penkridge Parish Council Meeting held On 13th October 2016 at 7.30 pm at the Haling Dene Centre

Audio recordings will be made of all Ordinary, Special Council and Committee meetings, with the inclusion of confidential matters.

PRESENT

Councillor	Calvert Stonehouse [Chairman]
“	Bevan Craddock
“	John L Eastwood
“	Mrs Isabel G A Ford
“	Mrs Hilary Hughes
“	Mrs Petula M C Hughes
“	Andrew Lenz
“	David Oldfield
“	Mrs Vivienne Smith

Also in Attendance Mrs L Griffiths

There was 1 member of the Public in attendance

Part I - Public Session

3355. APOLOGIES

Apologies were received from Cllrs Brian Heathcote, Victor Kelly and Anthony Minshall.

3356. PERSONALIA AND EVENTS

The above was received for September 2016.

The Chairman advised Councillors that a wedding ceremony and reception had been booked for Friday 13th July 2018 and bride and groom wanted to book Rooms 1 and 16 on the Thursday 12th to dress the rooms ready but unfortunately there was a Full Council meeting. Councillors agreed to move to Room 11 for that meeting.

Resolved that the Full Council meeting for Thursday 12th July 2018 be held in Room 11.

3357. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3358. DISCLOSABLE PECUNIARY INTEREST (DPI)

There had been no Disclosable Pecuniary Interests received.

3359. PUBLIC PARTICIPATION

Mr Charles Corfield said he had just returned from Italy and there were more potholes in Penkridge than the whole of Italy.

3360. POLICE MATTERS

PCSO A Poxon forwarded his apologies and submitted the Police report which contained incidents reported during September and October 2016.

3361. MINUTES

Resolved that the Minutes of the 8th September 2016 be confirmed and signed as a true and correct record:

3362. COMMITTEE MINUTES

Resolved that the minutes were noted for the:-

[a] Planning meeting of the 8th September 2016.

3363. WORKING GROUP MINUTES

It was noted that no minutes had been received.

3364. OUTSIDE GROUPS WITH PC REPRESENTATION

The draft minutes were received for the Penkridge Twinning Association for 21st June and 19th September 2016.

3365. ACCOUNTS

[a] The accounts for payment for the month of September 2016 be approved.

[b] The expenditure summary print outs for September 2016 be approved.

[c] The signed Audit Commission Annual Return for the year ended 31st March 2016 be received.

[d] Consideration was given to the implementation of either a Barclays or Worldpay Card Payment machine, as per the details attached to the agenda.

Resolved that the Council go ahead with the Barclays Card Payment Machine.

3366. SOUTH STAFFORDSHIRE COUNCIL – CONNECTING COMMUNITIES

A letter was received dated 29th September from the Partnership Locality Manager at the above and Councillors welcomed Mrs Jan Wright [Good Life Connector] to the meeting who informed Councillors about the Scheme.

Cllr Mrs Petula Hughes entered the meeting at 8.20 pm

Resolved that any Councillor who was interested in being the Council's Good Life representative to advise the PA.

3367. SOUTH STAFFORDSHIRE COUNCIL – STANDARDS & RESOURCES COMMITTEE

An email was received dated 15th September from the Director of Legal and Public Health Protection which advised of a vacancy on the above and consideration was given to if the Parish Council wished to make a nomination.

There were two Council nominations put forward for the above, Cllrs Kelly and Oldfield.

A proposal was put forward and seconded that Cllr David Oldfield be put forward as the Council's nominee.

Resolved that Cllr Oldfield be put forward as the Council's nominee for the SSC Standards and Resources Committee.

3368. SOUTH STAFFORDSHIRE COUNCIL – UNAUTHORISED POSTERS

Further to SSC's Enforcement Officer attending a pre-meeting with Councillors and supplying information, the Council agreed to enter into the Joint Working Scheme with Parishes for Unauthorised Posters.

Resolved that the Council enter into the Joint Working Scheme with Parishes for Unauthorised Posters.

3369. CASUAL VACANCIES

It was noted that a Casual Vacancy Notice had been placed on Village Noticeboards, within the South East Ward for the Council's three vacancies and also on the SSC Website.

Council agreed that an additional Notice should be placed on Village Noticeboards that any interested Parishioner could meet with the Chair, Vice Chair and PA if they wished to discuss the implications of being a Councillor.

3370. HALING DENE CENTRE PLANNED PREVENTATIVE MAINTENANCE REPORT

[a] The Specification and Schedule of Works from Richard Lever of Lever, Turner and Cowdell was received and considered for the Year 1 Planned Maintenance Work for the above.

Resolved that the Specification of Schedule of Works be approved and Mr Lever be asked to proceed. He also be asked, where possible, local Contractors be considered.

3371. POLICIES AND PROCEDURES

- [a] An email was received from South Staffordshire Council which attached a copy of their Social Media Policy and consideration was given to adopting the Policy for Parish Councillors. **Resolved** that Councillors agreed to attach the above document to the Council's 'Councillors Use of Social Media Policy'.
- [b] Consideration was given to changing the Council's procedures where paperwork for Council meetings would be emailed, where appropriate, but hard copy of Agendas would still be circulated. **Resolved** that future Agenda documents to be emailed to Councillors but a hard copy of the Agenda be posted.

3372. WEST MIDLANDS INTERCHANGE – STAGE 1 CONSULTATION

The Chairman gave a very brief verbal update on the above. He advised that there had been no update received further to the Residents' meetings and asked that this item be placed on the November Full Council agenda and he would speak to a member of the Residents' Group to get an update/copy of their minutes. **Resolved** that this be placed on the November Full Council Agenda together with any documentation received.

3373. DATE AND TIME OF NEXT MEETING

Thursday 10th November 2016 at 7.30 pm

3374. Local Government Act 1972 - Exclusion of Press and Public - to resolve that the Press and Public be excluded from the meeting during consideration of the following items of business on the grounds that they are likely to involve the disclosure of exempt information as defined in the appropriate paragraph(s) Section 1[2] Public Bodies/Admission to meetings Act 1960.

The meeting closed at 9.10 pm

Chairman: _____

Date: _____